

DRAFT
**Information Network of Kansas
Board Meeting
September 6, 2007**

The September 6, 2007 meeting was held at the KDOT Office, 700 SW Harrison, 2nd Floor, Topeka, KS 66603. At 10:02 a.m. Chairman Yunk called the meeting to order.

The following Board members and proxy were present: Stan Ahlerich, Tim Blevins, Cynthia Dunham, David King, Denise Moore, Dennis Slimmer, Ron Thornburgh, Joan Wagnon, Roger Winfrey, Tom Winters, and Dan Yunk. Others present were: Jim Hollingsworth, INK Executive Director; Lisa Counts, Scott Morrison, DiAnna Wages, and Wayne Dirks of Kansas Information Consortium (KIC); Randall Allen, Executive Director of the Kansas Association of Counties; Kathleen Harnish-Doucet of TeamTech, Inc.; and Dan Korber, Kansas, Inc.

Approval of Minutes

Yunk referred to the Minutes of the August 2, 2007 meeting and requested corrections.

- Blevins noted page 3, under new contracts, “The **Kansas Department of Revenue** new contract proposed for approval, extending the expiration date to December 31, 2009 for all Department of Revenue Services provided by INK. An Addendum to the contract also adds a new service to provide monitoring services for employers or employers agents” should be changed to “The Kansas Department of Revenue addendum to the contract added a new service to provide monitoring services for employers and employers agents.”
- Counts noted page 3, under new contracts, the second Kansas Department of Labor contract should be deleted, as it was included in the first contract.
- Counts noted page 4, paragraph 10, “Counts noted an annual security audit on the Kansas.gov portal would be occurring during the 4th quarter of 2007, and it would involve several security tests with Cybertrust to obtain certification during the year” should be changed to “Counts noted the INK Security Audit would be completed during the 4th quarter of 2007 and the yearlong Cybertrust Certification process, provided by KIC had begun.

A motion was made by Slimmer to approve the August 2, 2007 Minutes with corrections. Seconded by Dunham. Motion carried.

Executive Director Report

Hollingsworth introduced Randall Allen of the Kansas Association of Counties and Kathleen Harnish-Doucet of TeamTech to provide an overview of the Kansas GIS Phase II: A Systematic Answer grant project. They noted the INK grant served as a catalyst for GIS Implementation and would allow counties to further exploit the power of GIS.

10:25 a.m. Wagnon joined the meeting.

Following the presentation and discussion regarding the Kansas GIS grant, Allen and Harnish-Doucet were excused from the meeting.

Hollingsworth noted the State Committee had met regarding the Kansas Business Center. A revitalized effort with an expanded team, including the Kansas Center for Entrepreneurship would be involved with the potential rewrite, and the group would be meeting again on September 19, 2007 to develop the overall process.

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Hollingsworth noted meeting with Kansas Legislative Post Audit regarding issues with the KanEd Network, and INK, among others, had been suggested as a possible owner of the network. Hollingsworth suggested there would be no direct benefit of owning the network, but INK would like to have access to the network. Discussion ensued.

Yunk noted Winfrey's Board appointment expired this month, and he had declined reappointment. The Board was charged with determining a process to surface names for a new Board member. Discussion ensued regarding the appointment process and past appointments.

Winfrey noted he was appointed from a process to represent the insurance industry, defined as a user association by INK statute, which was ultimately selected by the Governor. Winfrey noted the insurance industry was indifferent regarding the appointment of an individual from the insurance industry.

Elwood noted user associations, such as the insurance industry were not specified in statute and could be modified.

Following discussion, the Board's consensus was to consider several potential user groups. Hollingsworth and Counts should prepare a list of groups for the Board to make a recommendation regarding both user group and potential Board members to the Governor. The Board also specified the process should be expedited to bring in a new Board member as soon as possible, as Winfrey was Vice-Chair of the Board.

A motion was made by Wagon to form a Nominating Committee to assist Hollingsworth and Counts in providing three potential individuals to the Governor for consideration. Seconded by Thornburgh. Motion carried.

Yunk nominated Ahlerich, King, and Thornburgh to the Nominating Committee, and requested the Board forward any suggestions to the Committee.

INK Counsel

Elwood provided the Board with a discussion draft of the INK Bylaws, highlighting modifications to the document. Discussion ensued regarding the modifications and suggestions to the bylaws.

Wagon suggested Page 2, Article II, Section 2 be reworded, as the language regarding Kansas, Inc. was suggestive of when INK was created. Yunk noted the Board's consensus in agreement.

Yunk requested clarification regarding Executive Agencies represented on the Board. Elwood noted the Governor's Executive Agency representation was not defined by statute; however, positions held by Ahlerich, Moore, and Thornburgh were defined by statute.

Elwood noted Page 5, Article III, Section 2 the month for the annual meeting had not been determined. Discussion ensued.

A motion was made by Wagon that the officers of INK shall be elected annually by the Board at the September meeting. Seconded by Thornburgh. (Discussion ensued, and Yunk did not call for a vote on this motion.)

Following discussion, Yunk noted the Board's consensus was to maintain January as the annual meeting when INK officers would be elected.

Elwood noted Page 7, Article V, Section 1 the revised indemnification clause.

Yunk noted there may be issues with a single statement addressing this issue, and supported the purchase of a Directors and Officers (D and O) Insurance policy to provide potential protection for Board members. Discussion ensued regarding the cost and feasibility of such a policy.

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Elwood noted Board members would be covered under Tort Claims, but a policy could be added if the Board felt it was needed.

Following discussion, Yunk requested the Board table this discussion, noting this issue would be revisited.

Ahlerich requested clarification regarding INK's fiscal year, suggesting the fiscal year and budgeting cycle should be the same, and the only INK funds tied to the State's fiscal year were the Executive Director's salary, which was a pass-through from Kansas, Inc. Hollingsworth noted the budgeting cycle was on a January – December basis, and lining up the fiscal year with the budgeting cycle would make sense. Discussion ensued.

Following the Bylaw discussion, Yunk requested Elwood and Hollingsworth follow up on the Board's questions/recommendations/discussion, including the indemnification clause issues, the cost and feasibility of a D and O insurance policy, and the potential ramifications of lining up the fiscal year with the budgeting cycle. These issues would be discussed at the October meeting, and following approval the Bylaws would be approved.

Elwood provided an overview of the INK/KIC Contract Amendment, noting the language on page 2, item 3 had been worked out with KIC. Discussion ensued.

A motion was made by Thornburgh to approve the INK/KIC Contract Amendment. Seconded by Winfrey. Motion carried.

Elwood provided an overview of the Iron Mountain Contract, noting KIC had reviewed the contract and it would be brought to the October meeting for approval. Elwood noted the LCC appeared to be in agreement with the contract; however, a short revision may be needed to ensure compliance.

A motion was made by Thornburgh to authorize Elwood to establish and complete negotiations, and arrange for the execution of the Contract with Iron Mountain. Seconded by Dunham. Motion carried.

Network Manager Report

Counts provided the Board with an overview of the Network Manager Report, noting several highlights, including: the District Court project had 20 courts online as of August 25th, and 45 contracts were in the process of being completed; the Content Management System was presented at the August ITAB meeting, Ethics Board, SRS, and Jim Hollingsworth for INK; KIC had recently filled a developer-analyst position, and was in the process of interviewing for Director of Marketing/Portal Operations, Developer and Technical Analyst positions.

Counts noted there were no Service Requests for August.

Counts noted there were five new contracts for the Board to review from August:

- **Brown, Doniphan, Marshall, Nemaha, and Stafford County District Court Search** contracts requested INK assistance for providing online district court searches.

Blevins requested clarification regarding the summary paragraph provided in the Network Manager Report for Service Request and Contracts. Counts noted the summary paragraph would be removed from future reports.

A motion was made by Winters to approve the August contracts between INK and the Brown, Doniphan, Marshall, Nemaha, and Stafford County District Courts. Seconded by Slimmer. Motion carried.

Counts reminded the Board of the NIC Annual Partner Conference.

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Counts provided the Board with an overview of monthly portal fees, noting the initial fee was currently \$75, and annual fees thereafter were \$60. Following a review of other state's portal fees, KIC proposed a fee of \$95 per year for both initial and annual renewal fees. Discussion ensued.

Dunham noted the minimal fee increase, but customers may want to see what they were getting for the increase. Counts noted this would be possible through notifying customers of new features available on the portal, such as the new customer billing database, more applications, etc. Counts noted a six-month timeframe for the changes.

Moore noted the importance of justifying the increase to customers, including more functionality, better customer service, increased applications, etc.

Counts noted the net effect of the increase, on 4,596 subscribers would be an increase of approximately \$160,000 in revenue.

A motion was made by Thornburgh to approve KIC's proposal of \$95 per year for both initial and annual subscriber renewal fees. Seconded by Winters. Motion carried.

Treasurer's Report

Thornburgh provided the Board with an overview of INK Financials for the period ending July 31, 2007. Thornburgh noted no major issues, as revenue was up and costs were down.

A motion was made by Winfrey to approve the INK Financials for the period ending July 31, 2007. Seconded by Thornburgh. Motion carried.

Other Business

Hollingsworth noted the Board should consider two additional items, including putting together a strategic summit to discuss/outline the strategic future of the portal, and holding a holiday meeting possibly in November or December.

Blevins noted the Board should focus on the contract process, as the current contract renewal expires in 2009. The next contract would be required to go out for RFP, and the process would need to begin during January 2008 to ensure completion. Discussion ensued.

Yunk acknowledged Winfrey for the expertise and commitment brought to the INK Board, and thanked him for his service.

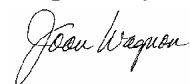
Winfrey acknowledged the Board and thanked them for the experience.

Adjourn

With no further business, at 12:12 p.m. Yunk requested a motion to adjourn the meeting.

A motion was made by Thornburgh to adjourn the meeting. Seconded by Winters. Motion carried.

Respectfully submitted



Joan Wagnon
Secretary